

## DRAFT HCM Turnaround Reports - Desk Aid - Last Updated 2-23-2007

The **Personnel Action report** is the side-by-side report showing the difference between the old and new data based on a record entered into an active employee's record. These are records entered after a new or rehire record.

The **Employment Authorization report** is the hire – whether a new or rehire and includes data not found on the Personnel Action (for instance, address,

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Both Reports (Personnel Action and Employment Authorization)		Run Date	System generated based on either the date the record was entered or the date a correction was made to the record. Cut off for an entry date is 4:30 p.m. Any record saved after that time will print on the next print date.	Every day. There are times when a correction was necessary which will produce a new report. Also, DHR enters records based on NOA reclassifications and system clean-up projects.	Issues can result if work is performed in correction mode on a historical record. The result of working in correction mode will be a new report printing. If this occurs, records can erroneously be forwarded for reprocessing. <b>Correction mode should not be used by anyone other than HRIS staff.</b>
Both Reports (Personnel Action and Employment Authorization)		Effective Date	Located in Workforce Administration >Job Information >Job Data. Actual Effective Date located on the Work Location page.	Always review the effective date for accuracy - ensuring that changes requiring a date of the start of a pay period (Sunday) are correct. Leaves of absence and return records are effective dated with the actual date the leave began or ended.	Impact on benefits and HCM records being out of sync with Paradox/time reporting.
Both Reports (Personnel Action and Employment Authorization)		Action Code	Located in Workforce Administration >Job Information >Job Data. Combination of action and reason codes.	Always review the combination as there are times when the action/reason combination from the previous record carries forward without change - requiring a correction be made by HRIS staff.	Incorrect record in HCM.

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Both Reports (Personnel Action and Employment Authorization)		Job Req Number	Located in Recruiting >Identify Process Applicants >Track Applicant Activity. The requisition number will appear when you have set an applicant at '080-Ready to Hire' in eRecruit and used a corresponding action/reason combination to close the requisition and change the status of either the one applicant or all applicants on the requisition. In addition, if the requisition has a Target Opening of more than one vacancy, it will decrease the available openings.	Verify the job requisition to the req number on the report to ensure the correct job req closed in eRecruit.	Negative impact on eRecruit data for both applicants and job requisitions. Reporting inconsistencies.
Both Reports (Personnel Action and Employment Authorization)		Employee Number	Employee ID is automatically generated when the New Hire record is saved. The ID is located throughout the system and is reused if an employee is rehired at a future date.	Verify the employee number is as you expect it.	

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Both Reports (Personnel Action and Employment Authorization)		Employee Name	Located in Workforce Administration >Personal Information >Biographical >Update Personal Information on the Name History page.	Verify the name was entered with the standard PeopleSoft naming convention.  Enter the employee's first name using mixed case. Middle Enter the employee's middle initial only - no period after the initial. Last Enter the employee's last name using mixed case. Suffix Choose the appropriate suffix for the individual	Name changes are processed via a request to payroll staff. Please include the employee's ID along with the previous and current names when making a change request.
Both Reports (Personnel Action and Employment Authorization)		FICA Status	Located in Workforce Administration >Job Information >Job Data on the Payroll page.	Only in very rare circumstances would an employee's FICA status be something other than SUBJECT. Always review FICA status on Employment Authorization reports. The field also appears on the Personnel Action report and can be reviewed whenever a record results in a report being generated.	Incorrect Federal income tax withholdings from earnings.
Both Reports (Personnel Action and Employment Authorization)		Govt Unit	Located in Workforce Administration >Job Information >Job Data on the Payroll page. This data comes forward from Organizational Development >Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page.	Verify the appropriate GUC came forward from Position Management.	Issues with the post production payroll data used by Finance.

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Both Reports (Personnel Action and Employment Authorization)		Gross Salary	Located in Workforce Administration >Job Information >Job Data on the Compensation page.	Always review the compensation rate for accuracy. Records that include updated data from Position Management information (GUC or Location changes - part- or full-time changes) will result in the hourly rate (Gross Salary) defaulting to the hiring step (in most cases step 1). Use of the button titled Use Position Data/Override Position (it is yellow and located on the Work Location page) will bring data forward. Removing the position number and reentering it will have the same impact as using the button. This field can impact Paygrade and Step.	The employee will be compensated incorrectly if the effective date of the record has a date that either predates or is part of the dates of the current pay period used by payroll for the production run.
Both Reports (Personnel Action and Employment Authorization)		Type	Located in Workforce Administration >Job Information >Job Data on the Compensation page & Payroll pages.	Default is H for Hourly.	There will be issues if an extra row is added to any of the tabs on the Payroll page under the Pay Components section.

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Both Reports (Personnel Action and Employment Authorization)		Paygrade	Located in Workforce Administration >Job Information >Job Data on the Payroll page. This data comes forward from Organizational Development >Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page.	Always review the compensation rate for accuracy. Records that include updated data from Position Management information (GUC or Location changes - part- or full-time changes) will result in the hourly rate (Gross Salary) defaulting to the hiring step (in most cases step 1). Use of the button titled Use Position Data/Override Position (it is yellow and located on the Work Location page) will bring data forward. Removing the position number and reentering it will have the same impact as using the button. This field can impact Gross Salary and Step.	The employee will be compensated incorrectly if the effective date of the record has a date that either predates or is part of the dates of the current pay period used by payroll for the production run.
Both Reports (Personnel Action and Employment Authorization)		Step	Located in Workforce Administration >Job Information >Job Data on the Payroll page. This data comes forward from Organizational Development >Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page.	Always review the compensation rate for accuracy. Records that include updated data from Position Management information (GUC or Location changes - part- or full-time changes) will result in the hourly rate (Gross Salary) defaulting to the hiring step (in most cases step 1). Use of the button titled Use Position Data/Override Position (it is yellow and located on the Work Location page) will bring data forward. Removing the position number and reentering it will have the same impact as using the button. This field can impact Gross Salary.	Errors with this field almost always result in errors with the Gross Salary (compensation/hourly rate). The compensation rate on the top record will be used when payroll runs. The employee will be compensated incorrectly if the effective date of the record includes the dates of the pay period used by payroll for the production run for the next pay date.

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Both Reports (Personnel Action and Employment Authorization)		StepDt	Located in Workforce Administration >Job Information >Job Data on the Salary Plan page.	Always review for accuracy. The system does not calculate or automatically populate this field. Manual adjustments to this field are necessary based on the type of record being entered.	Incorrect processing of COLA and Next Step Date increases.
Both Reports (Personnel Action and Employment Authorization)		Overtime Category	Located in Workforce Administration >Job Information >Job Data on the Payroll page. This data comes forward from Organizational Development >Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page.	Always review for accuracy based on pay grade, work schedule, daily hour limit, alternate work schedules and FLSA designation. In particular, decentralized reallocations will require review based on pay grade and FLSA overtime (straight time vs. 1.5 overtime). An employee's alternate work schedule status may also require review (is the employee working an alternate work schedule and, if so, will this change require Labor Relations review of the schedule based on the new pay grade).	Employee could receive overcompensation for overtime worked.
Both Reports (Personnel Action and Employment Authorization)		Daily Hour Limit	Located in Workforce Administration >Job Information >Job Data on the Job Information page.	Always review for accuracy.	There may be impact for the timekeeper based on Paradox file creation if the daily hour limit coded on time report does not match HCM. In some cases, overcompensation of time worked could occur.
Both Reports (Personnel Action and Employment Authorization)		Work Schedule	Located in Workforce Administration >Job Information >Job Data on the Job Information page.	Always review for accuracy.	Used in Paradox to define whether or not an employee must positive report each hour worked.

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Both Reports (Personnel Action and Employment Authorization)		Management Level	Located in Workforce Administration >Job Information >Job Data on the Payroll page. This data comes forward from Organizational Development >Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page.	Always review for accuracy. Management level sometimes works in tandem with Bargaining Unit. Certain combinations should not be used - for instance, Bargaining Unit 02 (Supervisory Classified) would not go with Management Level N.	Reporting inconsistencies - workforce report data. Possible impact on benefits.
Both Reports (Personnel Action and Employment Authorization)		Confidential Pos	Located in Organizational Development >Position Management >Maintain Positions/Budgets >Add/Update Position Infor on the Specific Information page.	Always review for accuracy. Confidential status works in tandem with Bargaining Unit. If the position is designated as Confidential, the Bargaining Unit should be 00.	Reporting inconsistencies - workforce report data. Possible impact on benefits.
Both Reports (Personnel Action and Employment Authorization)		Bargaining Unit	Located in Workforce Administration >Job Information >Job Data on the Payroll page. This data come from Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page.	Always review for accuracy.	Used during processing of record for benefits set-up. Employee set-up could be processed incorrectly. Reporting inconsistencies - workforce report data. Possible impact on benefits.

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Both Reports (Personnel Action and Employment Authorization)		Reg/Temp	Located in Workforce Administration >Job Information >Job Data on the Job Information page. This data come from Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page.	Always review for accuracy. In particular, this field should be reviewed during updates to position information as well as during hiring/rehiring of employees.	If the reg/temp field is set at Classified the system will automatically place a new employee (someone with no HCM history) on original probation whether they are classified or not (this is an issue with temps and exempts who are not serving an original probationary period). Corrections will be necessary if set incorrectly at hire - specifically, the Prob Type/End Date field will not clear without a record completing an original probation. Also, this field will result in bad Workforce Report as well as general reporting data if set incorrectly.
Both Reports (Personnel Action and Employment Authorization)		Ben. Program	Located in Workforce Administration >Job Information >Job Data on the Benefit Program Participation page (hyperlink located in Job Data pages). This data come from Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page.	This field should be reviewed with hire, rehire, and transfer reports. The effective date and Benefits Program should match the hire/rehire/transfer date and should define benefits based on Bargaining Unit designation. The options are VT (benefits) or VTE (no benefits).	Issues with reporting and buffer errors when entering certain records in the future if incorrect date is used.



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Both Reports (Personnel Action and Employment Authorization)		Eff Date	Located in Workforce Administration >Job Information >Job Data on the Benefit Program Participation page (hyperlink located in Job Data pages).	This field should be reviewed with hire, rehire, and transfer reports. The effective date and Benefits Program should match the hire/rehire/transfer date and should define benefits based on Bargaining Unit designation. The options are VT (benefits) or VTE (no benefits).	Issues with reporting and buffer errors when entering certain records in the future if incorrect date is used.
Both Reports (Personnel Action and Employment Authorization)		Title	Located in Workforce Administration >Job Information >Job Data on the Payroll page. This data come from Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page.	Always review for accuracy.	Reporting inconsistencies - workforce report data.
Both Reports (Personnel Action and Employment Authorization)		Title Code	Located in Workforce Administration >Job Information >Job Data on the Job Information page. This data come from Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page.	Always review for accuracy.	Reporting inconsistencies - workforce report data.

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Both Reports (Personnel Action and Employment Authorization)		Hrs per Yr	Located in Workforce Administration >Job Information >Job Data on the Job Fields (VT) page.	When an employee is transferring into or out of a job class with a number of hours greater than 2080 worked per year. For example, job codes with Fire Fighter in the title, certain Game Warden titles, certain Trooper titles and titles including Woodside. The field is not updated automatically - instead it must be changed with the record that includes the job code change.	Impact on Life insurance.
Both Reports (Personnel Action and Employment Authorization)		Type	Located in Workforce Administration >Job Information >Job Data on the Job Information page. This data come from Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page.	This field should correspond with the Reg/temp and Bargaining Unit fields and will indicate the Benefit Program the position is eligible for.	Reporting inconsistencies - including benefits and workforce report data.
Both Reports (Personnel Action and Employment Authorization)		Work Location	Located in Workforce Administration >Job Information >Job Data on the Work Location page. This data come from Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page.	This field should indicate the primary work location the employee is assigned to.	Reporting inconsistencies - workforce report data.
Both Reports (Personnel Action and Employment Authorization)		Tax Location Code	Located in Workforce Administration >Job Information >Job Data on the Payroll page.	This field usually matches the Work Location field on the Work Location page.	Reporting inconsistencies - workforce report data.

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Both Reports (Personnel Action and Employment Authorization)		Permanent Status	Located in Workforce Administration >Job Information >Job Data on the Job Information Page.	This field is updated based on position type - N for temps and contractual employees Y for all others.	Reporting inconsistencies.
Both Reports (Personnel Action and Employment Authorization)		FLSA	Located in Workforce Administration >Job Information >Job Data on the Job Information page. This data come from Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page.	Always review for accuracy. This field defaults from Position Management. If no changes are made to the field during record entry there should not be an issue.	Reporting inconsistencies.
Both Reports (Personnel Action and Employment Authorization)		Shift	Located in Workforce Administration >Job Information >Job Data on the Job Information page. This data come from Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page.	Always review for accuracy. This field defaults from Position Management. If no changes are made to the field during record entry there should not be an issue.	Reporting inconsistencies.
Both Reports (Personnel Action and Employment Authorization)		Fund Code	Located in Workforce Administration >Job Information >Job Data on the Job Fields (VT) page.	Transfers or Rehire records can contain Program and/or Fund codes used by the previous department or agency. This data comes forward from previous record so will require manual removal. If your department or agency uses Program and/or Fund codes for budgetary purposes. Or if the purpose of the record was to add or change a Program or Fund codes.	Extra clean-up work for fiscal and finance staff behind post payroll production.

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Both Reports (Personnel Action and Employment Authorization)		Program Code	Located in Workforce Administration >Job Information >Job Data on the Job Fields (VT) page.	Transfers or Rehire records can contain Program and/or Fund codes used by the previous department or agency. This data comes forward from previous record so will require manual removal. If your department or agency uses Program and/or Fund codes for budgetary purposes. Or if the purpose of the record was to add or change a Program or Fund codes.	Extra clean-up work for fiscal and finance staff behind post payroll production.
Both Reports (Personnel Action and Employment Authorization)		Full/Part	Located in Workforce Administration >Job Information >Job Data on the Job Information page. This data come from Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page. Although there are times when this field may not match Position Management - for instance, when two or more employees are sharing one position number.	Always review for accuracy. In most cases (other than job share situations), this field defaults from Position Management. This field should always match the FTE and Standard Hours of a position - work schedule 699 will always be used for a part-time employee.	Impact of leave accruals and holiday compensation & reporting inconsistencies.

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Both Reports (Personnel Action and Employment Authorization)		FTE	Located in Workforce Administration >Job Information >Job Data on the Job Information page. This data come from Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page. Although there are times when this field may not match Position Management - for instance, when two or more employees are sharing one position number.	Always review for accuracy. In most cases (other than job share situations), this field defaults from Position Management. This field should always match the Full/Part and Standard Hours of a position - work schedule 699 will always be used for a part-time employee.	Impact of leave accruals and holiday compensation & reporting inconsistencies.
Both Reports (Personnel Action and Employment Authorization)		Part time (vt)	Located in Workforce Administration >Job Information >Job Data on the Payroll page.	Data should only appear in this field if the employee is Full Time/Part Year, Part Time/Full Year or Part Time/Part Year. This field would be blank for a full time employee working 2080 hrs or more per year. This data comes forward from previous records so may require deletion if it does not pertain to the employee's status in their current position.	Possible impact on benefits. Depending on the Bargaining Unit and Position Type will define whether or not an employee is eligible for LTD.

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Both Reports (Personnel Action and Employment Authorization)		Std Hours	Located in Workforce Administration >Job Information >Job Data on the Job Information page. This data come from Position Management >Maintain Positions/Budgets >Add/Update Position Info on the Description page. Although there are times when this field may not match Position Management - for instance, when two or more employees are sharing one position number.	Always review for accuracy. In most cases (other than job share situations), this field defaults from Position Management. This field should always match the Full/Part and FTE of a position - work schedule 699 will always be used for a part-time employee.	Impact of leave accruals and holiday compensation & reporting inconsistencies.
Both Reports (Personnel Action and Employment Authorization)		Override Pos data	Located in Workforce Administration >Job Information >Job Data on the Work Location page.	Only used when employee data is out of sync with position data. For instance, when two employees are sharing one position number - the FTE, Standard Hours and full/part-time status will not match Position Management. Or when an alternate work schedule is in place - the overtime category in Job Data will not match the category in Position Management because an alternate work schedule OT category is specific to the employee only. Use of this button will default step and compensation to the hire step and pay - use caution.	Using Override can result in changes to data when none were intended because use of this button opens fields not usually available. Because there are times when override is a necessity, use caution when entering records in an employee's record when the Override mode is in use. Use of this button will default step and compensation to the hire step and pay - use caution.

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Both Reports (Personnel Action and Employment Authorization)		Prob Type	Located in Workforce Administration >Job Information >Job Data on the Job Fields (VT) page.	When an employee is expected to be in an original probationary status (rehires and transfers are where we see missing data) or an employee's probation is over. Extensions to probations will also appear here.	Personal leave will not move from pending to available balances until a record is entered to complete the probation. Personal leave will be credited to an employee's balances in error if there is no record added placing them on probation. An employee rehired or transferred can also have incorrect data in this field based on the type of hire or transfer. Probation Type will include an End Date.
Both Reports (Personnel Action and Employment Authorization)		End Date	Located in Workforce Administration >Job Information >Job Data on the Job Fields (VT) page.	When an employee is expected to be in an original probationary status (rehires and transfers are where we see missing data) or an employee's probation is over. Extensions to probations will also appear here.	An end date would work in tandem with Probation Type. Personal leave will not move from pending to available balances until a record is entered to complete the probation. Personal leave will be credited to an employee's balances in error if there is no record added placing them on probation. An employee rehired or transferred can also have incorrect data in this field based on the type of hire or transfer.
Both Reports (Personnel Action and Employment Authorization)		On Warn/PPR	Located in Workforce Administration >Job Information >Job Data on the Job Fields (VT) page.	When an employee is expected to be in on a Warning or PPR.	System generated Step Date records will require manual approval by HRIS. Warning or PPR should include an End Date.

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Both Reports (Personnel Action and Employment Authorization)		End Date	Located in Workforce Administration >Job Information >Job Data on the Job Fields (VT) page.	When an employee is expected to be in on a Warning or PPR.	An end date would work in tandem with a PPR or Warning status.
Both Reports (Personnel Action and Employment Authorization)		Interim	Located in Workforce Administration >Job Information >Job Data on the Job Fields (VT) page.	When an employee is expected to be in an Interim status.	An end date would work in tandem with an Interim status.
Both Reports (Personnel Action and Employment Authorization)		End Date	Located in Workforce Administration >Job Information >Job Data on the Job Fields (VT) page.	When an employee is expected to be in an Interim status.	An end date would work in tandem with an Interim status.
Both Reports (Personnel Action and Employment Authorization)		Empl. Status	Located in Workforce Administration >Job Information >Job Data on the Work Location page.	When an employee is expected to be in any type of leave status. Leave of Absence = unpaid leave. Leave With Pay = paid leave. Works with Leave Status from Job Fields (VT) page.	Issues with earnings codes during the audit of time reports if codes are out of sync with the employee's status in HCM. Possibility of a change to earnings codes submitted will require processing of correcting codes in a later pay cycle.
Both Reports (Personnel Action and Employment Authorization)		Leave Status	Located in Workforce Administration >Job Information >Job Data on the Job Fields (VT) page.	Defines the type of paid or unpaid leave an employee is in. Works with Empl. Status from Work Location page.	Issues with earnings codes during the audit of time reports if codes are out of sync with the employee's status in HCM. Possibility of a change to earnings codes submitted will require processing of correcting codes in a later pay cycle.



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Both Reports (Personnel Action and Employment Authorization)		Type of Hire	Located in Workforce Administration >Job Information >Job Data. Click on the hyperlink titled Employment Data.	Defines the type of hire - NEW, REH, RES, RIF, RIN.	An employee who is restored should appear as RES in order for correct benefits processing. However, REH/REH or XFR/CLS are used to close job requisitions in eRecruit - using these combinations of codes will require the Type of Hire field be changed to RES.
Both Reports (Personnel Action and Employment Authorization)		Service Date	Located in Workforce Administration >Job Information >Job Data. Click on the hyperlink titled Employment Data.	With rehire, transfer to classified/temp/exempt, and prior service credit records.	Incorrect processing of leave accruals.
Both Reports (Personnel Action and Employment Authorization)		Position Number	Located in Workforce Administration >Job Information >Job Data on the Work Location page.	Always review for accuracy.	
Both Reports (Personnel Action and Employment Authorization)		PG (Please note, this is Pay Group not Pay Grade)	Located in Workforce Administration >Job Information >Job Data on the Payroll page.	Always review for accuracy. This is the Pay Group used to create Paradox files for time entry.	The file used to capture time for payroll processing will not be included in the correct pay group.
Employment Authorization Only		Date Employed	Located in Workforce Administration >Job Information >Job Data on the Work Location page.	Always review for accuracy. Will require correction if the date is not the first day actually worked.	Incorrect benefits start dates and reporting inconsistencies.
Employment Authorization Only		Social Security	Located in Workforce Administration >Personal Information >Biographical >Update Personal Information on the Identity/Diversity page.	Always review for accuracy.	IRS reporting inconsistencies.

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Employment Authorization Only		Date of Birth	Located in Workforce Administration >Personal Information >Biographical >Update Personal Information on the Identity/Diversity page.	Always review for accuracy.	Reporting inconsistencies.
Employment Authorization Only		Home Address	Located in Workforce Administration >Personal Information >Biographical >Update Personal Information on the Address History page.	Always review for accuracy. This field is used to mail earnings statements.	Earnings statements will not be mailed to the correct address. Address changes are processed via a request to payroll staff. Please include the employee's ID along with the previous and current addresses when making a change request.
Employment Authorization Only		Mail Address	Located in Workforce Administration >Personal Information >Biographical >Update Personal Information on the Address History page.	No need to review as this additional address field is added and maintained by payroll staff. This field is used to mail W2 documents each year.	W2 documents will not be mailed to the correct address. Address changes are processed via a request to payroll staff. Please include the employee's ID along with the previous and current addresses when making a change request.
Employment Authorization Only		Gender	Located in Workforce Administration >Personal Information >Biographical >Update Personal Information on the Personal History page.	Always review for accuracy.	Reporting inconsistencies.